



I want to work with people

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The Ministry of Community and Social Services helps those with special needs — children, adults and their families who require assistance on either a short- or a long-term basis. The major services provided directly by the ministry are for: people in financial need; those with physical, emotional or developmental handicaps; and young offenders.

For people interested in working with the ministry in both residential and community programs, there are many possibilities.

Income Maintenance Officers - are the primary link between the ministry and individuals and families receiving financial assistance under the *Family Benefits Act*. They interview applicants and verify information for the determination of initial and ongoing eligibility for financial assistance. Officers have responsibility for the clerical administration and management of a caseload, referring clients to appropriate services such as medical, housing, special schools and financial management. Crisis intervention and liaison with local social service agencies are part of the job. Tact, sound judgement and the ability to work under pressure are required. A valid driver's licence is necessary.

Qualifications: Acceptable related knowledge and experience.

Social Workers – perform a variety of functions in the ministry. They provide social work services relating to rehabilitative and treatment programs in juvenile correctional settings, facilities for developmentally handicapped persons and children's mental health centres. Services provided to clients, their families and the local community, often as part of a multi-discipline program, include assessments, individual and family counselling, casework consultation and post-discharge placement. Social Workers participate in social therapeutic activities and serve on committees both inside and outside the facility. Research and the training of staff may be part of the job.

Qualifications: M.S.W., or B.S.W. plus experience.

Vocational Rehabilitation Counsellors

– develop and co-ordinate vocational rehabilitation programs for mentally, physically or emotionally disabled people in the community. They assess clients' work potential, recommend and arrange retraining and restorative medical services, and provide vocational counselling. They may also assist in job placement.

Qualifications: M.S.W.; M.A. in Rehabilitation Counselling; M.Ed with counselling emphasis; B.S.W., York-Seneca B.A. in Rehabilitative Services (the latter two both supplemented with related experience); or other accredited degree in social work.

Youth Services Officers – provide ongoing care, security and supervision to young offenders committed into custody in a youth centre or detained in an observation and detention home. Youth Services Officers, as members of a team, supervise, observe and counsel youth in care while attending to their physical and emotional needs. They actively participate in meetings and conferences concerning the social behaviour, work habits and other personality traits of youth assigned to care. In addition to these responsibilities, they participate in leisure activities such as sports and arts and crafts, and may escort youths to court and activities outside the centre.

Persons interested in working in these settings should be able to gain the trust and co-operation of troubled or disturbed youth and be able to react effectively to emergencies and physical aggression. Youth Services Officers are required to work rotating shifts and must possess a valid driver's licence.

Qualifications: Proven experience working with disturbed youth, young people who have been in conflict with the law, or with youth in a treatment setting. Employees must successfully complete a mandatory in-service training program in the first 12 months of employment.

Probation Officers – play an important part in the juvenile justice system with young offenders from the age of 12 to 15 years. They guide and assist youths throughout the court process and supervise young offenders on probation. Their reports, based on interviews with the young offender's family, teachers and social worker(s), assist court authorities and others in determining the most suitable rehabilitation or treatment plan. Probation Officers befriend assigned youth and counsel them about schooling, health, family relationships and leisure activities. They provide surveillance and check that the terms of probation are being observed. Probation Officers liaise closely with the staff of group homes housing young offenders committed to custody by the courts. Probation Officers also participate in projects to assist youth in the community.

Qualifications: Bachelor's degree, with a significant number of related courses in the social sciences. Employees must successfully complete a mandatory in-service training program including examinations.

Psychometrists – assist in the diagnosis and treatment of residents and out-patients of ministry-operated facilities. They provide psychological testing (intelligence, aptitude, personality, neuropsychological, educational achievement and vocational) and test evaluation procedures. They prepare case histories and evaluations and, under supervision, provide psychological counselling and assessment. Psychometrists may work in multi-discipline teams to develop and implement treatment and rehabilitation plans. Some psychometrists provide psychological consulting services to community agencies and schools, and may be involved in research projects.

Qualifications: M.A. or B.A. in psychology.

Residential Life Counsellors – work in residential units of facilities for developmentally handicapped persons or with assigned community agencies serving developmentally handicapped persons. Clients may also have physical, behavioural and emotional disorders. Counsellors, often as part of an inter-disciplinary team, assist in the design and implementation of individual programs to help residents reach their full developmental potential. By active participation, counsellors encourage and train residents to develop acceptable standards of personal behaviour, cleanliness, dress and conduct. They may also assist with residents' medical treatment. Residential Counsellors often help train new counsellors.

Qualifications: Developmental Services Worker
Diploma or equivalent in education and experience.
Consideration for in-house training may be given to other community college or B.A. graduates.

Medical Assistants – provide practical nursing and personal care to developmentally handicapped residents undergoing medical treatment or diagnosis in the infirmary of a ministry facility. They encourage patients in life skills such as eating, dressing and personal behaviour and may also work with facility staff in providing recreational or other therapy.

Qualifications: Developmental Services Worker
Diploma, R.N.A. or equivalent in education and experience.

Recreational Instructors – provide guidance and instruction in recreational programs that meet the needs, interests and abilities of residents of ministry-operated facilities. These programs include craft, sports, and leisure activities such as dances, music, camping and excursions. Instructors, in consultation with facility staff, develop, monitor and evaluate the therapeutic effects of these programs on individual residents. Recreational Instructors may provide leadership and technical instruction to other staff and volunteers.

Qualifications: Thorough knowledge of the theories, philosophies and programming aspects of recreation, normally acquired through a diploma or degree in recreation, kinesiology or physical education.

Occupational Instructors – provide vocational work-training programs to developmentally handicapped residents of ministry facilities. They instruct, supervise and motivate the residents, developing work habits and skills appropriate to each resident's functional capacity. Work training may take place in facility workshops and service areas, or in sheltered workshops or work stations in the community. The instructors monitor residents' progress to provide input for individual program plans and may assist in their rehabilitation through the use of occupational therapy techniques.

Qualifications: Developmental Services Worker Diploma or two-year community college program in one of the social or behavioural science disciplines or technical programs.

Child Care Workers – provide care and treatment, in Children's Mental Health Centres and in the community, to children and adolescents with emotional and personality disorders. In residential settings, they guide the daily activities of groups or individual children, recognizing abnormal behaviour and dealing with it therapeutically. In the community, Child Care Workers assist and instruct families, teachers and others in child management techniques and treatment plans appropriate to the individual. Child Care Workers also perform administrative functions and may train other staff.

Qualifications: Child Care Worker Certificate or acceptable educational equivalent and experience. Consideration for in-house training may be given to other community college and B.A. graduates.

Other Job Opportunities

Staff such as secretaries, clerks, word processing operators, typists, cleaners, food service helpers and laundry workers, perform a variety of functions in ministry offices and facilities. Some of these jobs are available on an occasional or part-time basis, and shift work is often required in facilities.

Persons who speak French are employed where the ministry provides services in both official languages.

How to Apply

The ministry, through a variety of programs, provides funds for many agencies and facilities in the community. If you are interested in working in these settings (e.g. senior citizens' homes, day nurseries, group homes, children's aid societies, etc.) you should apply to them directly as the ministry does not have responsibility for the employment of their staff. These services are listed in the Directory of Community Services, available in most public libraries.

Job vacancies within the ministry which are open to the public are generally advertised in newspapers and Canada Employment Centres. The Ministry of Community and Social Services, as part of the Government of Ontario, provides equality of opportunity for employment to qualified applicants on the basis of merit, and all competitions are conducted according to the provisions of the Ontario Human Rights Code. Offers of employment can be made only to candidates who are legally entitled to work in Canada.

The following ministry-operated facilities deliver programs and services to developmentally handicapped persons and their families. For addresses and telephone numbers please see the listing under Human Resources Administrators.

Adult Occupational Centre

Children's Psychiatric
Research Institute

D'Arcy Place

Huron Regional Centre

Midwestern Regional Centre

Muskoka Centre

Northwestern Regional Centre

Oxford Regional Centre

Prince Edward Heights

Rideau Regional Centre

Southwestern Regional Centre

For further information regarding employment with the ministry, please contact the facility in the location of your choice, or the human resources offices listed below:

Regional Human Resources Offices

Southwestern Region
IBM Building
195 Dufferin Avenue
5th Floor
London, Ontario
N6A 1K7
(519) 438-8344

Headquarters Region
Suncor Building
56 Wellesley Street West
17th Floor
Toronto, Ontario
M7A 2B7
(416) 965-0776

Northern Region
473 Queen Street East
Sault Ste. Marie, Ontario
P6H 1Z5
(705) 949-8052

Southeastern Region
336 Alfred Street
Kingston, Ontario
K7L 3S5
(613) 547-6760

Central Region
10th Floor
2195 Yonge Street
Toronto, Ontario
M7A 1G2
(416) 963-1013

Human Resources Administrators

Southwestern Region

Southwestern Regional Centre
P.O. Box 1000
Blenheim, Ontario
N0P 1A0
(519) 676-5431

P.O. Box 2122
119 King Street West
6th Floor
Hamilton, Ontario
L8N 3Z9
(416) 521-7280

Children's Psychiatric
Research Institute
Box 2460, Terminal A
London, Ontario
N6A 4G6
(519) 471-2540

Waterloo Square
75 King Street South
5th Floor
Waterloo, Ontario
N2J 1P2
(519) 886-4700

Oxford Regional Centre
P.O. Box 310
Highway #59 North
Woodstock, Ontario
N4S 7X9
(519) 539-1251

Northern Region

Northwestern Regional Centre
P.O. Box 3270
580 North Algoma Street
Thunder Bay, Ontario
P7B 5J8
(807) 345-0576

Muskoka Centre
P.O. Box 280
Muskoka Road
Gravenhurst, Ontario
P0C 1G0
(705) 687-2201

111 Larch Street
Sudbury, Ontario
P3E 4T5
(705) 675-4515

222 McIntyre Street West
North Bay, Ontario
P1B 2Y8
(705) 474-5220

Central Region

Huron Regional Centre
Box 1000
Orillia, Ontario
L3V 6L2
(705) 326-7361

2195 Yonge Street
8th Floor
Toronto, Ontario
M7A 1G2
(416) 965-1433

Adult Occupational Centre
Box 12000
Edgar, Ontario
L4M 4W3
(705) 728-6910

Thistletown Regional Centre
Rexdale Campus
51 Panorama Court
Rexdale, Ontario
M9V 4L8
(416) 741-1210

Southeastern Region

Rideau Regional Centre
P.O. Box 2000
Smiths Falls, Ontario
K7A 4T7
(613) 283-5533

D'Arcy Place
P. O. Box 2001
700 D'Arcy Street
Cobourg, Ontario
K9A 4L5
(416) 372-3341

Prince Edward Heights
P.O. Box 440
Picton, Ontario
K0K 2T0
(613) 476-2105

60 Hunter Street East
Peterborough, Ontario
K9H 1G5
(705) 743-1624

